

FOOD SERVICE ACCOUNT CLERK II

DEFINITION

Under general supervision, perform difficult and responsible accounting and clerical work in connection with program requirements regarding the National School Lunch Program; and do other related work as required.

EXAMPLES OF DUTIES

Setup lunch application packet per mandated USDA requirements and ready for printing; work closely with parents and schools to ensure that lunch applications are properly completed prior to approval; may enter completed application data into computer; type notification forms and letters and distribute; maintain accurate files of all lunch applications; print updated lists of approved children and distribute to school sites; respond to inquires regarding the current status of children; maintain accurate ticket distribution and collection procedures for each site in the district to ensure compliance with Accuclaim policies; complete annual program renewal paperwork with the Child Nutrition Department; conduct annual income verification of selected applications; notify and work with parents and schools regarding the correct status of families; may perform cash counting and deposit completion activities; may transport deposit to bank; may complete cafeteria daily reports utilizing the computer; and do other related work as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Correct English usage, spelling, grammar, and punctuation;
Methods, practices and procedures pertaining to accounting and fiscally related record management systems;
Bank deposits and statement reconciliation processes.

Ability to:

Perform complex accounting and clerical work with speed and accuracy;
Communicate effectively in oral and written forms;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Effectively work with computerized systems;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy;
Capable operation of word processing equipment and/or computer terminals.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, record management and general office practice.

Experience:

Two years of increasingly responsible experience in fiscal record management and general office procedures; practical experience in the operation of minicomputers.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office accounting equipment.

Pre-placement Physical: Class I